

South Jordan City Job Announcement



Position:	Assistant Controller	Salary:	\$56,222.40-\$68,036.80 DOQ	Status:	Full-time
Department:	Finance	Supervisor:	Controller		
Opening Date:	3/3/2016	Closing Date:	3/25/2016 by 5:00 p.m.		
Work Hours:	M-F 8:00 a.m. to 5:00 p.m.	Work Location:	South Jordan City City Hall		

Special Notices:

Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources either through the website, www.sjc.utah.gov or in person by the listed deadline.

GENERAL PURPOSE

Under general supervision, manage all day-to-day accounting-related duties for the Finance department. Perform a variety of technical financial accounting and reporting duties. Assist in the City's annual external financial audit and review, including the development of working papers and schedules.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree in accounting, finance, or other closely related field

AND

B. Five (5) years relevant experience, at least two (2) years in a supervisory capacity.

2. Special Qualifications:

Master's Degree preferred; governmental accounting experience preferred.

CPA (Certified Public Accountant), CPFO (Certified Public Finance Officer), CGFM (Certified Government Financial Manager) is preferred.

3. Knowledge, Skills, and Abilities:

Knowledge of economic and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Working knowledge of spreadsheet, word processing and database programs. Working knowledge of laws and regulations governing accounting responsibility and City budgeting procedures.

Ability to coordinate the work of others; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

4. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

NOTE: A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is located online <http://www.sjc.utah.gov/HR-JobOpenings.asp>. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability.